

1998

FORM 1

PAGE 1

DATE RECEIVED

CHECK
ONE

| Type of Corporation | ID # Prefix | Filing Fee | Type of Other Business Entity | ID # Prefix | Filing Fee |
|---|----------------|---------------|---|----------------|---------------|
| <input type="checkbox"/> Domestic Stock | (D) | \$100 | <input type="checkbox"/> Domestic Limited Liability Co. | (W) | - 0 - |
| <input type="checkbox"/> Foreign Stock | (F) | \$100 | <input type="checkbox"/> Foreign Limited Liability Co. | (Z) | - 0 - |
| <input type="checkbox"/> Domestic Non-Stock | (D) | - 0 - | <input type="checkbox"/> Domestic Limited Partnership | (M) | - 0 - |
| <input type="checkbox"/> Foreign Non-Stock | (F) | - 0 - | <input type="checkbox"/> Foreign Limited Partnership | (P) | - 0 - |
| <input type="checkbox"/> Foreign Insurance | (F) | - 0 - | <input type="checkbox"/> Domestic Limited Liability Partnership | (A) | - 0 - |
| <input type="checkbox"/> Foreign Interstate | (F) | - 0 - | <input type="checkbox"/> Foreign Limited Liability Partnership | (E) | - 0 - |

Make
Address
Corrections
Here

Name of
Business

Trade Name

Mailing
Address

☐

Check here if
this is a
change of
address

Type or Print
Department ID Number Here

ID # PREFIX

| | | | |
|------------------------------------|-------------------------------------|--|--|
| DEPARTMENT ID NUMBER | | FEDERAL EMPLOYER IDENTIFICATION NUMBER | |
| ID# | <input type="text"/> | <input type="text"/> | |
| PREFIX | <input type="text"/> | <input type="text"/> | |
| DATE OF INCORPORATION OR FORMATION | STATE OF INCORPORATION OR FORMATION | FEDERAL PRINCIPAL BUSINESS CODE | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

SECTION I

- A. Is any business conducted in Maryland? _____ Date began _____.
(Yes or No)
- B. Nature of business conducted in Maryland _____
- C. Does the business own, lease or use personal property located in Maryland? _____. If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEMS D AND E BELOW

- D. Does the charter of the corporation authorize the issuance of capital stock? _____. If yes, include \$100 Filing Fee.
(Yes or No)

- E. Names and addresses of officers and names of directors (type or print):

OFFICERS

Names

Addresses

| | |
|----------------|-------|
| President | _____ |
| Vice-President | _____ |
| Secretary | _____ |
| Treasurer | _____ |

DIRECTORS

Names

Names

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

INCLUDE DEPARTMENT ID NUMBER ON CHECK
PLEASE STAPLE CHECK HERE

BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND

EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS

ROUND CENTS TO THE NEAREST WHOLE DOLLAR

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SECTION II

A. IMPORTANT: Show exact location of all personal property owned and used in the State of Maryland, including county city, town, and street address (P.O. Boxes are not acceptable). This assures proper distribution of assessments. If property is located in two or more jurisdictions provide breakdown by locations by completing additional copies of Section II for each location.

(County)

(Address, Number and Street)

(Zip Code)

☐

Check here if this location has changed from the 1997 return

Is the property located inside the limits of an incorporated town? _____
(Yes or No)

(Incorporated town)

- ① **Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development** State the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under I.R.S. Rules.

Columns B through G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, supply a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property (See instructions for example) **Refer to Important Reminders and the 1998 Depreciation Rate Chart on page 4 for computer equipment rates for categories B and D.**

| ORIGINAL COST BY YEAR OF ACQUISITION | | | | | | | | |
|--------------------------------------|---|---|---|---|---|---|---|------------|
| | SPECIAL DEPRECIATION RATES (SEE PAGE 4) | | | | | | | |
| | A | B | C | D | E | F | G | TOTAL COST |
| 1997 | | | | | | | | |
| 1996 | | | | | | | | |
| 1995 | | | | | | | | |
| 1994 | | | | | | | | |
| 1993 | | | | | | | | |
| 1992 | | | | | | | | |
| 1991 | | | | | | | | |
| 1990 and prior | | | | | | | | |
| TOTAL COST COLUMNS A-G → | | | | | | | | |

DESCRIBE B-G PROPERTY HERE:

- ② **Commercial Inventory** . Furnish an average of 12 monthly inventory values taken in Maryland during 1997 at cost or market value of merchandise and stock in trade. Include products manufactured by the business and held for retail sale and inventory held on consignment. (Do not include raw materials or supplies used in manufacturing) Note: LIFO prohibited in computing inventory value.

Average Commercial Inventory \$ _____

Furnish from the latest Maryland Income Tax return:

Opening Inventory - date _____ amount \$ _____

Closing Inventory - date _____ amount \$ _____

Business entities that need a Trader's License must report commercial inventory

- ③ **Manufacturing Inventory** . Furnish an average of 12 monthly inventory values taken in Maryland during 1997 at cost or market value of raw materials, supplies, goods in process and finished products used in and resulting from manufacturing by the business. (Do not include manufactured products held for retail sale).

Average Manufacturing Inventory \$ _____

Furnish from the latest Maryland Income Tax return:

Opening Inventory - date _____ amount \$ _____

Closing Inventory - date _____ amount \$ _____

- ④ **Boats, ships, and vessel** over 100 feet, and not regularly engaged in commerce outside of Maryland, should be reported on Line Item ①, Category G.

- ⑤ **Non-farming livestock** \$ _____ (Book Value) \$ _____ (Market Value)

- ⑥ **Vehicles with Interchangeable Registration** (dealer, recycler, finance company **special mobile equipment** and transporter plates) and unregistered vehicles should be reported here

| ORIGINAL COST BY YEAR OF ACQUISITION | | | |
|--------------------------------------|--|----------------|--|
| 1997 | | 1995 | |
| 1996 | | 1994 and prior | |

TOTAL COST \$ _____

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- ⑦ **Tools, machinery and equipment used for manufacturing** State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under I.R.S. Rules. If exemption is claimed for the first time, a manufacturer's exemption application must be submitted before this exemption can be granted. Contact the Department for an application.

| ORIGINAL COST BY YEAR OF ACQUISITION | | | |
|--------------------------------------|--|----------------|--|
| 1997 | | 1993 | |
| 1996 | | 1992 | |
| 1995 | | 1991 | |
| 1994 | | 1990 and prior | |

TOTAL COST \$ _____

- ⑧ **Research and development (R&D) equipment & supplies** If exemption is claimed for the first time, a research and development exemption application must be submitted before this exemption can be granted. Contact the Department for an application.

- ⑧A **Report R&D equipment purchased by year of acquisition.**

| ORIGINAL COST BY YEAR OF ACQUISITION | | | | |
|--------------------------------------|---|---|-------|-------|
| | A | D | OTHER | TOTAL |
| 1997 | | | | |
| 1996 | | | | |
| 1995 | | | | |
| 1994 | | | | |
| 1993 | | | | |
| 1992 | | | | |
| 1991 | | | | |
| 1990 & prior | | | | |
| TOTAL COST | | | | |

- ⑧B **Report R&D equipment transferred from out-of-state locations into Maryland after January 1, 1995 by year of acquisition.**

| ORIGINAL COST BY YEAR OF ACQUISITION | | | | |
|--------------------------------------|---|---|-------|-------|
| | A | D | OTHER | TOTAL |
| 1997 | | | | |
| 1996 | | | | |
| 1995 | | | | |
| 1994 | | | | |
| 1993 | | | | |
| 1992 | | | | |
| 1991 | | | | |
| 1990 & prior | | | | |
| TOTAL COST | | | | |

- ⑧C **Report average cost of R&D materials & supplies** Average Cost \$ _____

- ⑨ **Supplies and other tangible personal property** (not included in any item above)

⑨A Supplies owned by the business. Average Cost \$ _____

⑨B Other personal property Total Cost \$ _____

⑩ **Property owned by others and used or held by the business** as lessee or otherwise. . . Total Cost \$ _____

File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

⑪ **Property owned by the business but used or held by other** as lessee or otherwise. . . Total Cost \$ _____

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the original selling price of the property.

SECTION III This Section must be completed.

- A. Total Gross Sales, or amount of business transacted during 1997 in Maryland \$ _____
If the business has sales in Maryland and does not report any personal property explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

- B. If the business operates on a fiscal year, state beginning and ending dates: _____

- C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name: _____

- D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? _____
If yes, is that property reported on this return? _____ (Yes or No)

- E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? _____
If yes, reconcile it with this return. (Yes or No)

- F. Has the business disposed of assets or transferred assets in or out of Maryland during 1997? _____ If yes, complete Form 4C (Disposal and Transfer Reconciliation). (Yes or No)

• PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING •

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including my accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

X
SIGNATURE OF PREPARER DATE

()
PREPARER'S PHONE NUMBER

PRINTOR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OR OTHER ENTITY TITLE

X
SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

()
BUSINESS PHONE NUMBER

IMPORTANT REMINDERS

- Depreciation rates on computer hardware and software were revised in 1997. See Depreciation Rate Chart, category D.
- Mainframe computers are reported in category B.
- Business entities that require a Trader's License must report commercial inventory.
- Customized computer software is exempt. See exemption section on page 2 of the instruction sheet.
- This return must be accompanied by Form 4A(Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule), unless the business does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedules are held confidential by the Department and are not available for public inspection. Page 1 is public record (Tax-Property Article 2-212).
- If you discontinued business prior to January 1 1998, notify the Department immediately, stating to whom and the date all personal property was sold. If business is sold between January 1, 1998 and July 1, 1998, submit statement of sale, including value of personal property, date of sale, name and address of the buyer on or before October 1, 1998.
- File the pre-addressed return to ensure proper posting to your account.
- This return must be signed by an officer or principal of the business.
- Make check for filing fee payable to Department of Assessments and Taxation or D.A.T. Place Department ID number on the check.
- Place the Department ID number on page 1 if the pre-addressed return is not used.

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PENALTY CLAUSE

DO NOT PAY PENALTIES AT TIME OF FILING RETURN

- **LATE FILING PENALTIES.** A business which files an annual return postmarked after the due date of April 15, 1998 will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late. The following minimum and maximum initial penalty amounts⁺ apply:

| <u>DAYS LATE</u> | <u>MINIMUM⁺</u> | <u>MAXIMUM⁺</u> |
|------------------|----------------------------|----------------------------|
| 1 - 15 | \$30 | \$500 |
| 16 - 30 | \$40 | \$500 |
| 31 or more | \$50 | \$500 |
| | ⁺ plus interest | |

- Businesses which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned. In addition, failure to file this report will result in forfeiture of the charter or qualification of the corporation or other business entity.

DEPRECIATION RATE CHART FOR 1998 RETURNS

STANDARD DEPRECIATION RATE

Category A 10% per annum*

All property not specifically listed below.

SPECIAL DEPRECIATION RATES (Use of the rates listed below apply only to the items specially listed. Use Category A for other assets.)

Category B 20% per annum*

Mainframe computers originally costing \$500,000 or more.

Category C 20% per annum*

Autos (unlicensed), bowling alley equipment, brain scanners, carwash equipment, contractor's heavy equipment (tractors, bulldozers), fax machines, hotel, motel, hospital and nursing home furniture and fixtures (room and lobby), MRI equipment, mobile telephones, model home furnishings, music boxes, outdoor Christmas decorations, outdoor theatre equipment, photocopy equipment, radio and T.V. transmitting equipment, rental pagers, rental soda fountain equipment, self-service laundry equipment, stevedore equipment, theatre seats, trucks (unlicensed), vending machines, x-ray equipment.

Category D 30% per annum**

Data processing equipment, canned software.

Category E 33 1/3% per annum*

Blinds, carpets, drapes, shades. The following applies to equipment rental companies only: rental stereo and radio equipment, rental televisions, rental video cassette recorders and rental video tapes.

Category F 50% per annum*

Pinball machines, rental tuxedos, rental uniforms, video games.

Category G 5% Per annum*

Boats, ships, vessels, (over 100 feet).

* Subject to a minimum assessment of 25% of the original cost.

** Subject to a minimum assessment of 10% of the original cost.

| DATE OF ASSESSMENT NOTIFICATION | OFFICE USE ONLY | DATE OF CERTIFICATION NOTIFICATION |
|---------------------------------|-----------------|------------------------------------|
| | | |
| | | |
| | | |